



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON - STUTTGART
UNIT 30401
APO AE 09107-0401

28 SEP 2005

IMEU-STU-EEO

MEMORANDUM FOR Civilian Employees and Service Members of the USAG-Stuttgart

SUBJECT: United States Army Garrison-Stuttgart Command Policy Letter 14, Harassment Free Workplace

1. References:

- a. AR 600-20, Army Command Policy; 13 May 2002.
- b. DA PAM 350-20, Unit Equal Opportunity Training Guide, 1 June 1994.

2. As part of my commitment to the workforce of the USAG-Stuttgart I want to emphasize the importance of maintaining a work environment that is free from harassment. I will not tolerate harassment, degrading or hostile behavior based upon race, color, religion, national origin, gender (to include sexual harassment), age (over 40) or disability. In addition, I will not tolerate harassment or any form of intimidation of employees because they have opposed discrimination or participated in a protected activity, such as the Federal Sector Equal Employment Opportunity (EEO) complaints process or the Military Equal Opportunity (EO) Discrimination Complaint process.

3. Examples of this prohibition include racial slurs, demeaning or sexual jokes, negative stereotyping, coercive, threatening or hostile acts, as well as offensive material in written, printed, or electronic form. Such behavior is at the very least unprofessional and may violate the law. For those who are offended by such behavior, the workplace becomes an intolerable environment; consequently, the productivity of the organization also suffers. Harassment tears the very fiber of an organization.

4. Sexual harassment is a form of gender (sex) discrimination that involves unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, when any of the following occurs:

- a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.
- b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

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c. Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.


5. Individuals who feel they are experiencing harassment from their colleagues, supervisors, superiors, or peers should make it clear that such behavior is offensive, and immediately report such incidents to the appropriate commander or supervisor and/or to the appropriate EEO/EO officials. To the greatest extent possible, the issue will be kept confidential. All employees, supervisors, and managers have an obligation to prevent harassment, and to take quick, appropriate action to ensure any harassment is stopped. All employees have the right to file a complaint of discrimination without fear of reprisal. Aggrieved individuals normally have 45 calendar days from the date of the alleged harassment to contact the EEO Office at DSN 421-2649 to pursue the civilian discrimination complaint process while service members have 60 days to contact the EO Office at 421-2892. The DOD Sexual Assault Hotline is (800-497-6261).

6. All Directorates, units, agencies and activities down to a company, troop or battery level are required to publish and distribute this prevention of harassment command policy statement. Merely reacting to complaints is insufficient. Everyone must be sensitized to the requirement of a workplace free from harassment. The EEO and EO staff conducts mandatory training in the Prevention of Sexual Harassment. It is the responsibility of supervisors (civilian and military) to ensure that 100% of their workforce receives the required training in prevention of sexual harassment.

7. I am committed to making the USAG-Stuttgart a positive, productive organization, built upon a solid foundation of human dignity and respect. Join me in this endeavor.

8. A copy of this memorandum will be permanently displayed on official bulletin boards. I recommend you circulate this memorandum among your military and civilian subordinates. If you do this, I further recommend that you create a record that your personnel have reviewed the document.

9. Point of contact for this policy is EEO at DSN 421-2649.


KENNETH G. JUERGENS
COL, OD
Commanding